



## COUNTY OF PLACER

## OFFICE OF AUDITOR-CONTROLLER

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November 21, 2019

Mr. Jeff Brown, Director  
Health and Human Services Department  
3091 County Center Drive  
Auburn, CA 95603

Re: Transfer of Accountability of Veterans Service Office's Assets Follow-Up Review

Dear Mr. Brown:

The Internal Audit Division of the Auditor-Controller's Office performed a follow-up review to our prior Transfer of Accountability of Assets Review for the Veterans Service Office. The Veterans Service Office was realigned as a division within the Health and Human Services Department (Department) due to County re-organization. The objective of our procedures was to determine how the recommendation from our previous review was implemented. Our procedures included reviews of supporting documentation relating to our recommendation in our previous report.

The following is a summary of our observation and recommendation along with the Department's response from the previous report dated March 28, 2019, which is then followed by the status of the Department's implementation of our recommendation.

### Signature Authorization Forms

During our review of signature authorization forms, we noted the Department had not submitted updated signature authorization forms in a timely manner subsequent to the reorganization of the Veterans Service Office within the Department. While the review, the Department submitted an updated "Payroll Pickup" signature authorization form, although, updated "Payroll Adjustments" and "Capital Asset Transfers" authorization forms have not been received.

We recommend the Department update all necessary signature authorization forms whenever there are changes to authorized signers and submit the forms to the Auditor-Controller's Office in a timely manner.

Department's Response:

*The Health and Human Services (HHS) Department is in agreement with the opinion of the Auditor-Controller's Office regarding the transfer of accountability of the Veterans Service Office's (VSO) assets to HHS. We concur with the Auditor-Controller's recommendation that all signature authorization forms be updated when changes in authorized signers warrant revision to said forms.*

*HHS is in the process of updating all signature authorization forms related to the reorganization of the VSO into the HHS Department, as well as reviewing and updating all applicable HHS (i.e. "Department 14") signature authorization forms. It is the intention of HHS to complete this process by June 30, 2019.*

*It is HHS's understanding that some hard copy signature authorization forms, such as "Payroll Adjustments" and "Capital Asset Transfers," will be phased out as the Workday System stabilizes in the coming months and becomes the system of record for Placer County's electronic approval tracking. Until we receive formal notification of this change, we will continue to maintain hard copy signature authorization forms.*

**Status – Partially Implemented**

**The Department updated and submitted all required signature authorization forms (Capital Asset Transfers Authorization Form, Payroll Adjustments Authorization Form and Payroll Pickup Authorization Form) to the Auditor-Controller's Office reflecting the new Department Head's name/signature. Also, we noted all signature authorization forms only included names/signatures of current employees of the Department.**

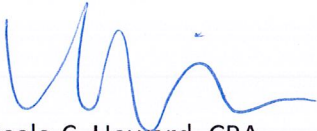
**In addition, we noted the Department submitted the Payroll Pickup Authorization Form on March 28, 2019 without the signature of one of the authorized signers due to leave of absence. However, the authorized signer returned in April of 2019 and the Department did not submit a Payroll Pickup Authorization Form with updated signatures within the six-month review period, which covers the period of April 1, 2019 to September 30, 2019. Therefore, we determined that the Department partially implemented the recommendation from the previous review.**

**Subsequent to the review period, we noted the Department submitted a new Payroll Pickup Authorization Form on November 6, 2019 to the Auditor-Controller's Office with updated signatures reflecting changes to authorized signers. This included the signature of the authorized signer who is mentioned above, as well as an additional employee who was added to the form.**

**The Department's response to our recommendation identified in our original report dated March 28, 2019 is included above. We did not audit the response and accordingly, we do not express an opinion on it.**

We appreciate the courtesy and cooperation of the Department's staff throughout the course of this review.

Respectfully,

A handwritten signature in blue ink, consisting of a series of loops and a trailing line.

Nicole C. Howard, CPA  
Assistant Auditor-Controller

cc: Darlene King, Deputy Director, Health and Human Services Department  
Placer County Audit Committee